

### Guidelines for Registration and Electronic Meeting (E-AGM) Procedures

To ensure that the 2021 Annual General Meeting of Shareholders carries out smoothly and in an orderly manner, the Company appoint Inventech Systems (Thailand) Co., Ltd. as an electronic meeting provider.

This registration and electronic meeting (E-AGM) procedures **do not** apply to shareholders who appoint an independent director of the Company as their proxy. However, please submit the completely filled in and signed proxy forms together with the registration documents to the Company as per detail in Enclosure 7 within July 15, 2021.

Shareholders who would like to attend the meeting in person or appoint any person other than an independent director of the Company as their proxy please follow the steps as below;

1. Submit the e-Request for username, password and weblink for attend the meeting starting from July 8, 2021 at 8.30 a.m. until the meeting is adjourned (business day only). Please prepare the Registration Form, proxy form, registration documents (details as per Enclosure 7) and email to obtain the username, password and weblink.
2. Install the Cisco Webex Meeting program and study the Inventech Connect user manual.
3. Register to attend the meeting using the username, password, and weblink obtain from item 1. The registration will be opened on July 19, 2021 from 11.30 a.m. until the meeting is adjourned.
4. The meeting starts at 1.30 p.m. on July 19, 2021.

#### Submission of e-Request for Attend the Meeting

1. To submit the e-Request, go to website <https://app.inventech.co.th/BTS202613R/> or scan QR Code



2. The shareholder or proxy shall fill in the following information through the system
  - Identification card number/ passport number (for foreigner) of the shareholder of proxy (as the case may be)
  - Shareholder's registration number, as appeared on the Notification of Meeting (Registration Form with QR Code) as per Enclosure 12.
  - Name and surname of the shareholder of proxy (as the case may be)
  - Amount of shares, as appeared on the Notification of Meeting (Registration Form with QR Code) as per Enclosure 12.
  - E-Mail address to obtain username, password, and weblink
  - Mobile number of the shareholder of proxy (as the case may be)
  - Attached .pdf or .jpg documents as follow;

##### In case of attendance in person

A valid photographic identification document issued by a government agency e.g. Thai nationality identification card, government identification card, driving license, or a passport, which has been certified as true and correct copy by the shareholder. In case of name or surname change, documentary evidence to such effect must also be presented.

##### In case of attendance by proxy (any person other than an independent director of the Company)

Registration documents details as per Enclosure 7.

3. After fill in all required information, please mark  in front of the message “I have read and agreed to comply with meeting attendance requirements, and meeting attendance requirements through Inventech Connect” in order to accept the term of service.
4. Click “submit the request”.
5. The assigned administrators will verify the request. After the request is approved, the shareholder or proxy will receive an email notify the following;
  - Weblink for registration
  - Username and password for attend the meeting and e-Voting system
  - Weblink to download and install Cisco Webex Meeting program
  - Weblink to access Inventech Connect user manual

If the e-Request is not approved, the shareholder or proxy will receive an e-mail notified the reason. The shareholder or proxy can revise and resubmit the request through the system.

### Cisco Webex Meeting Installation and Inventech Connect User Manual

The shareholder or proxy shall install Cisco Webex Meeting program for live broadcast, and asking questions in the meeting. Also, please study Inventech Connect user manual for e-Voting. Both Cisco Webex Meeting and Inventech Connect support web browser, PC, iOS and Android.

#### 1. Cisco Webex Meeting Installation

Installation manual is available at <https://qrgo.page.link/CGV2B> or scan QR Code



##### 1.1 Installation on PC or laptop

1. Go to website <https://www.webex.com/downloads.html>
2. Choose to download Cisco Webex Meeting by click “Download for Windows”.
3. Double click the file webexapp.msi (can be found at Download folder) to start the installation page.
4. Enter the installation page, then click “Next”.
5. Select “I accept the terms in the license agreement”, then click “Next”.
6. Click “Install”. Wait for the installation for a moment, and then click “Finish”.
7. When the installation is completed, the “Cisco WebEx Meetings” icon will appear on Desktop’s screen.

##### 1.2 Installation on mobile or tablet

For iOS	For Android
1. Go to App Store 	1. Go to Play Store 

<p>2. Go to the search icon or the magnifying glass symbol and type “Cisco WebEx Meeting” and click “search”</p>  <p>3. Click the “Accept” button on the right to install the Cisco WebEx Meetings application or the symbol as shown in the picture</p> <p>4. Enter password or Touch ID to confirm installation</p> <p>5. When the installation is completed, the “WebEx Meet” icon will appear on the phone’s screen</p>	<p>2. Go to “Search for apps &amp; games” and type “Cisco WebEx Meetings” and click “Search”</p>  <p>3. Then click “Install” button on the right to install Cisco WebEx Meetings application on symbol as shown in the picture</p> <p>4. Click “Accept” to confirm installation</p> <p>5. When the installation is completed, the “WebEx Meet” icon will appear on the phone’s screen</p>
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**2. Inventech Connect User Manual**

<p>For PC / Laptop</p> <p><a href="https://qrgo.page.link/KqnoP">https://qrgo.page.link/KqnoP</a></p> 	<p>For iOS</p> <p><a href="https://qrgo.page.link/pgvit">https://qrgo.page.link/pgvit</a></p> 
<p>For Web Browser</p> <p><a href="https://qrgo.page.link/iZ3ka">https://qrgo.page.link/iZ3ka</a></p> 	<p>For Android</p> <p><a href="https://qrgo.page.link/vZ4rZ">https://qrgo.page.link/vZ4rZ</a></p> 

**Procedures for Attend the Meeting**

The shareholder or proxy could attend the meeting using the installed Cisco Webex Meeting device and follow the procedures below.

**1. Attending via PC or laptop**

- 1.1 Click weblink to enter the Registration for the meeting, as appeared in the reply email informing an e-Request approval for Inventech Connect.
- 1.2 The system will display e-Register page. Fill in the username and password received via reply email, then click “Sign-in” button.
- 1.3 The system will display the shareholder’ registration information (at this stage, shareholder or proxy is complete the registration to attend the meeting, thus the shares held by the shareholder is counted as a quorum). Click “Go to the registration page to watch the live broadcast via Application Cisco Webex Meeting”.
- 1.4 The system will display the “Event information”. The shareholder or proxy shall fill information on the right side, under section “Join Event Now” with the following details;
  - Name of shareholder or proxy will be shown in “First Name” box.
  - Shareholder’s registration number will be shown in “Last Name” box (in case of proxy, a \* will appeared after the registration number).
  - Fill the email using for e-Request in “Email address” box.

- In the "Event Password" box, the default value is set for all shareholders; there is no need to make any changes.
  - Click "Join Now".
- 1.5 Click "Run a temporary application" to access the Cisco WebEx Meeting application.
  - 1.6 Click "Join Event" (green button) to join the meeting via Cisco WebEx Meeting application.
  - 1.7 The system will display 2 operation screens; the left showing live broadcast while the right showing Q&A and Multimedia Viewer functions with the login screen of Inventech Connect for e-Voting.
  - 1.8 Click "Continue" (blue button) on the right, from the Multimedia Viewer function. The system will display the login screen of Inventech Connect for e-Voting. Fill in username and password from e-Request reply email then click "Sign-in".
  - 1.9 The system will display "Select Agenda" button which shareholder or proxy could click "Select Agenda" (green button) from either at the top-left or at the bottom to view the agenda available for vote.
  - 1.10 The agenda that require votes will be displayed as "Voting Status: Pending".
  - 1.11. To cast the votes, please select the agenda then the screen will show all 4 voting buttons i.e., 1. Agree (appeared in green), 2. Disagree (appeared in red), 3. Abstain (appeared in orange), and 4. Do not submit vote (appeared in blue). The voting can be changed until the end of such agenda vote casting period.
  - 1.12 If the shareholder or proxy select "Do not submit vote" or take no action on certain agenda, the votes will be counted as defined by the Company.
  - 1.13 Shareholder or proxy may see the voting result by agenda item after the vote casting period of such agenda is closed. By selecting the agenda item, the system will display chart and table showing vote counting for such agenda.
  - 1.14 In case shareholder or proxy are authorized multiple accounts, select "User Icon" and click "Switch Account" to switch to other account(s). Votes and quorum will not be removed from the meeting.
  - 1.15 Shareholder or proxy may leave the meeting by select "User Icon" and click "Leave Meeting".

## **2. Attending via mobile or tablet**

### Screen 1: Live broadcasting of the meeting

- 1.1 Click weblink "Link to enter registration for the meeting" in the e-Request reply email to start using Inventech Connect.
- 1.2 The system will display the e-Register page. Fill in username and password received via reply email, then click "Sign-in".
- 1.3 The system will display the shareholder' registration information (at this stage, shareholder or proxy is complete the registration to attend the meeting, thus the shares held by the shareholder is counted as a quorum). Click "Go to registration page to join the meeting via Cisco Webex Meeting Application".
- 1.4 The system will display the "Event Information", then click "Join".

- 1.5 Fill in "Display Name" and "Email address", then click "OK".
- 1.6 Click "Join" (green button) to attend the meeting via Cisco WebEx Meeting application.

#### Screen 2: Using Inventech Connect

The shareholder or proxy who attend the meeting using mobile phone or tablet can switch browser to use Inventech Connect for the e-Voting as the 2<sup>nd</sup> screen by following this steps.

- 1.1 Click weblink "link for registration (For Shareholders who do not want to view the live meeting)" in the e-Request reply email to start using Inventech Connect or click URL for e-Voting receiving via Chat function in application Cisco Webex Meeting.
- 1.2 Fill in username and password received via reply email, then click "Sign-in".
- 1.3 The system will display "Select Agenda" button which shareholder or proxy could click "Select Agenda" (green button) from either at the top-left or at the bottom to view the agenda available for vote.
- 1.4 The agenda that require votes will be displayed as "Voting Status: Pending".
- 1.5 To cast the votes, please select the agenda then the screen will show all 4 voting buttons i.e., 1. Agree (appeared in green), 2. Disagree (appeared in red), 3. Abstain (appeared in orange), and 4. Do not submit vote (appeared in blue). The voting can be changed until the end of such agenda vote casting period.
- 1.6 If the shareholder or proxy select "Do not submit vote" or take no action on certain agenda, the votes will be counted as defined by the Company.
- 1.7 Shareholder or proxy may see the voting result by agenda item after the vote casting period of such agenda is closed. By selecting the agenda item, the system will display chart and table showing vote counting for such agenda.
- 1.8 In case shareholder or proxy are authorized multiple accounts, select "User Icon" and click "Switch Account" to switch to other account(s). Votes and quorum will not be removed from the meeting.
- 1.9 Shareholder or proxy may leave the meeting by select "User Icon" and click "Leave Meeting".

The functionality of the Cisco Webex Meeting program and Inventech Connect depends on the shareholder or proxy internet system and devices and/or its programs.

Please use the following devices and/or programs;

- Internet speed should be at least 4 Mbps
- Mobile of tablet with Android 6.0 or higher, or iOS 10.0 or higher
- Window 7 or higher PC / notebook or macOS version 10.13 or higher Macbook
- Web browser: Chrome (recommended) or Firefox or Safari

How to check the operating system version

- Android: go to Settings or additional settings > About Phone > Software or Android version
- iOS: go to Settings > General > About > Version

Should you have any queries or technical problems in using and accessing the E-AGM system, please contact 02 021 9127 during July 8 – 19, 2021 from 8.30 a.m. – 5.30 p.m. (business day only).